

## CLAIMS AGAINST THE STATE OF CALIFORNIA

STD. 275 (REV. 3-93)

To Whom It May Concern:

If you feel that you have lost money or property as a result of any action or failure to act by a State of California agency, officer, or employee, including the California State University system, you can file a claim with the State Board of Control (Board), Government Claims Program. This program gives you the opportunity to formally demand compensation for your loss, and may lead to a settlement of your case without the need to file a lawsuit. Filing a claim with the Board is required, however, if you intend to sue the State of California. You must present your claim to the Board with certain legally required information and within specified time limits depending on the type of claim. (See California Government Code Section 900 *et seq.*)

For your convenience, the Board has optional claim forms which may be used in filing a claim. The forms can be obtained upon request by writing to the State Board of Control, Government Claims Division, at P.O. Box 3035, Sacramento, CA 95812-3035, or by calling toll-free 1-800-955-0045 or (916) 323-3564 from the Sacramento area.

Please note that this statement is provided as a courtesy to the public and is **NOT** an admission of liability in any respect on the part of the State or any State officer or employee, nor is it a waiver of any requirements imposed by law or of any defense which may be available to the State in connection with any claim.

If you need additional information regarding the filing of a claim against the State, please contact the State Board of Control as indicated above.

Sincerely,

STATE BOARD OF CONTROL